

JOB DESCRIPTION

Upper Columbia Conference of Seventh-day Adventists

Job title: Information Technology Intern	Department: Information and Technology Services
Category: Full-Time, 38 hrs/wk (summer internship)	Wage grade/range: \$19.00 to \$21.00
Date written: April 2026	Supervisor's title: Director, Information and Technology Services

POSITION SUMMARY: The Information Technology (IT) Intern is a summer developmental position designed to provide practical, real-world experience in information technology services. Under the guidance of the ITS Director, the intern assists with user support, systems, and technology projects while building technical, problem-solving, and customer service skills in an IT environment that serves the mission of the Upper Columbia Conference.

AUTHORITY, ACCOUNTABILITY: Authority as delegated by the supervisor(s). Work is performed with limited supervision. Responds to own supervisor(s). There are specific guidelines to follow, but the work requires the ability to carry out duties and meet deadlines independently.

ESSENTIAL JOB FUNCTIONS: Perform tasks as assigned by the ITS Director. These assignments are intended to support the organization while providing opportunities to develop and strengthen both existing and new skills. Duties may include, but are not limited to:

- General user support
- Programming, to support and expand existing business applications
- SharePoint web design
- Network hardware, infrastructure, and security
- Support and maintain Active Directory and Office 365
- AV support
- Perform other duties as assigned
- Professionally grow and maintain knowledge of current technology

SKILLS AND SPECIAL REQUIREMENTS:

- Languages may include: HTML, CSS, JavaScript, Python, PHP, Java, C#, SQL, Windows PowerShell
- Environments: Microsoft AD, Exchange, Office, SQL Server, Hyper-V, Windows OS family, DNS, VPN, DHCP, Ubiquiti
- Enrolled in or have completed a degree in Computer Science, CIS, or other computer related degree or equivalent experience. Thorough knowledge of languages and environments listed above is preferred
- A Seventh-day Adventist member in good standing

APTITUDE AND KNOWLEDGE:

- An ITS employee must love to work with people and be able to patiently solve problems and give meaningful instruction that empowers those she or he serves.
- Must exhibit initiative
- A good communicator (verbally and in writing), who is respectful with co-workers and clients
- A team player among departmental staff in the office, and with outside personnel
- Must exhibit initiative.
- The ability to meet deadlines/appointments in a timely way
- Adaptable, able to evaluate priorities and aid supervisor in planning and organization.

PHYSICAL REQUIREMENTS: Must be able to use a keyboard, lift and carry computer and other equipment. Occasional lifting up to 50 pounds. Must be physically mobile in a variety of environments, and to able to read, speak, hear, reach, and grasp.

BENEFITS: As full-time, non-exempt, summer intern, this position is eligible for the following benefits:

- Paid Sick Leave

Upper Columbia Conference Idaho and Washington locations are not eligible for Unemployment Benefits.